

INVITATION TO BID	CITY OF BATON ROUGE PARISH OF EAST BATON ROUGE PURCHASING DIVISION	RESPONSES MUST BE RECEIVED BY: 09/7/16 11:00 AM CST
TITLE: SALE OF LAND, together with all buildings and improvements thereon, Section 72, T-6-S, R-1-W Greensburg Land District, East Pryce Place & Liberty Farms Subdivision, Parish of East Baton Rouge, State of Louisiana, City of Baton Rouge (See full legal description herein) (Please note that the Sale of this property is contingent upon the receipt of an executed deed of release of this property by the Federal Aviation Administration (FAA)).		RETURN BID TO: PURCHASING DIVISION <u>Mailing Address:</u> PO Box 1471 Baton Rouge, LA 70821 <u>Physical Address:</u> 222 St. Louis Street 8 th Floor Room 826 Baton Rouge, LA 70802
FILE NO: 03163-16 AD DATES: 08/11/16, 08/18/16 & 8/25/16		Contact Regarding Inquiries: Purchasing Analyst : Debbie Kimball Telephone Number: 225-389-3259 x 314 Email: DKimball@brgov.com
SHIP TO ADDRESS: (Not Applicable)		VENDOR NAME
VENDOR NAME		MAILING ADDRESS
REMIT TO ADDRESS		CITY, STATE, ZIP
TELEPHONE NO.	FAX NO.	E-MAIL
FEDERAL TAX ID OR SOCIAL SECURITY NUMBER		TITLE
AUTHORIZED SIGNATURE		PRINTED NAME
QUESTION TO BE COMPLETED BY VENDOR: 1. _____ STATE ENUMERATED ADDENDA RECEIVED (IF ANY)		

F.O.B.: DESTINATION - PAYMENT TERMS: NET 30

ALL BLANKS ON THIS PAGE SHOULD BE COMPLETED TO AVOID REJECTION OF BID

The signature on this document certifies that bidder has carefully examined the instructions to bidders, terms and specifications applicable to, and made a part of this solicitation. By submission of this document, bidder further certifies that the prices shown are in full compliance with the conditions, terms and specifications of this solicitation.

No alterations, changes or additions are allowed on this solicitation, and no additional information, clarifications or other documents are to be included unless specifically required by the specification. Any errors in extensions of prices will be resolved in favor of unit prices submitted.

If services are to be performed in East Baton Rouge City-Parish, evidence of a current occupational license and/or permit issued by the City-Parish shall be supplied by the successful vendor, if applicable.

INSTRUCTIONS TO BIDDERS / TERMS & CONDITIONS - SEALED BIDS

Bidders are urged to promptly review the requirements of this specification and submit questions for resolution as early as possible during the bid period. Questions or concerns must be submitted in writing to the purchasing division during the bid period. Otherwise, this will be construed as acceptance by the bidders that the intent of the specifications is clear and that competitive bids may be obtained as specified herein. Protests with regard to the specification documents will not be considered after bids are opened.

1. Read the entire bid, including all terms and conditions and specifications.
2. Bids are mailed only as a courtesy. The City - Parish does not assume responsibility for failure of bidders to receive bids. Bidders should rely only on advertisements in the local newspaper, and should personally pick up bids and specifications. Full information may be obtained, or any questions answered, by contacting the Purchasing Division, 222 Saint Louis Street, 8th Floor, Room 826, Baton Rouge, LA 70802 or by calling (225) 389-3259.
3. The bid number, bidder's name, address and bid opening date should be clearly printed or typed on the outside of the bid envelope. Only one bid will be accepted from each bidder for the same job. Alternates will not be accepted unless specifically requested in the proposal. Submission of more than one bid or alternates not requested may be grounds for rejection of all bids by the bidder.
4. The method of delivery of bids is the responsibility of the bidder. All bids must be received by the Purchasing Division on or before the specified bid opening date and time. Late bids will not be considered under any circumstances.
5. Failure to deliver within the time specified in the bid will constitute a default and may cause cancellation of the contract. Where the City has determined the contractor to be in default, the City reserves right to purchase any or all products or services covered by the contract on the open market and to charge the contractor with cost in excess of the contract price. Until such assessed charges have been paid, no subsequent bid from the defaulting contractor will be considered.
6. The City Parish specifically reserves the right to evaluate bids and award items separately, grouped or on an all or none basis, to accept the bid which is in the best interest of the City parish, and to reject all proposals if that is in the best interest of the City Parish.
7. Except for bids submitted through the www.bidexpress.com on-line bidding site, bids shall be accepted only on bid forms furnished by the City of Baton Rouge and Parish of East Baton Rouge Purchasing Division. Altered or incomplete bids (including non-acknowledgement of addenda issued, if any), or the use of substitute forms or documents, shall render the bid non-responsive and subject to rejection.
8. All bids must be typed or written in ink. Any erasures, strikeover and/or changes to prices should be initialed by the bidder. Failure to initial may be cause for rejection of the bid as non-responsive.
9. All bids must be manually signed by a properly authorized party. Failure to do so shall cause the bid to be rejected as non-responsive.
10. Where one or more vendor's exact products or typical workmanship is designated as the level of quality desired or equivalent, the Purchasing Division reserves the right to determine the acceptability of any equivalent offered.
11. Detailed factory specifications, illustrative literature and any deviations should be submitted with bid as required by the specifications or on the bid form. Representative samples shall be submitted upon request, if appropriate. Bidders proposing an equivalent brand or model should submit with the bid information (such as illustrations, descriptive literature, and technical data) sufficient for the City to evaluate quality, suitability, and compliance with the specifications in the solicitation.
12. Written addenda issued prior to bid opening which modifies the bid shall become a part of the bid, and shall be incorporated within the purchase order and/or contract. Only a written interpretation or correction by Addendum shall be binding. Bidders shall not rely upon any interpretation or correction given by any other method. Failure to acknowledge receipt of addenda (if any) shall render the bid non-responsive and subject to rejection.

13. For Printing solicitations, artwork, dies and/or molds shall become the property of the City - Parish Government and must be returned to the Purchasing Division, 222 Saint Louis Street, 8th Floor, Room 826, Baton Rouge, LA 70802, upon completion of the order.
14. All applicable chemicals, herbicides, pesticides and hazardous materials must be registered for sale in Louisiana by the Department of Agriculture, State of Louisiana, registered with the EPA and must meet all requirements of Louisiana State Laws. Bidders must submit product label, material safety data sheet and EPA registry number with bid. This information will be required on any subsequent deliveries if there is a change in chemical content or a different product is being supplied. Failure to submit this data may be cause for the bid to be rejected or the contract canceled.
15. Delivery of items must be made on time to City - Parish final destinations within East Baton Rouge Parish. All freight charges shall be prepaid by vendor. Late deliveries or unsatisfactory performance may be cause to cancel the Purchase Order or contract.
16. All bidders should submit with their bid, or have on file with the Purchasing Division, a City - Parish Business Profile Data Form. The Business Profile Data Form is available at the Purchasing Department section of the City of Baton Rouge website, www.brgov.com, or by calling the Purchasing Department at 225-389-3259.
17. The State of Louisiana Code of Governmental Ethics places restrictions on awarding contracts or purchase orders to persons who are employed by any agency of the City - Parish Government, or any business of which he or his spouse has more than a twenty-five percent (25%) interest. The Code also prescribes other restrictions against conflict of interest and establishes guidelines to assure that appropriate ethical standards are followed. If any question exists regarding potential violation of the Code of Ethics, bidders should contact the Purchasing Division prior to submission of the bid. Any violation of the Code of Ethics shall be grounds for disqualification of bid or cancellation of contract.
18. All Prices bid shall remain in effect for a period of at least sixty (60) days. City - Parish purchases are excluded from state and local taxes.
19. Acceptance of award by vendor, either in writing or by shipment of any article described herein, shall effectuate a contract between City - Parish and vendor for the materials described herein, and no additional conditions or amendments shall have any effect unless approved in writing by City - Parish.
20. Bidders may attend the bid opening, but no information or opinions concerning the ultimate contract award will be given at the bid opening or during the evaluation process. Information pertaining to completed files may be secured by visiting the EBR City Parish Purchasing office during normal working hours.
21. The City - Parish is an equal opportunity employer, and does not discriminate against anyone on the basis of race, sex, creed, color, religion, national origin, ancestry, reprisal, disability, sexual orientation, marital status or political affiliation.
22. In accordance with Louisiana Revised Statutes, a preference may be allowed for equivalent products produced, manufactured or grown in Louisiana and/or firms doing business in the State of Louisiana. Do you claim this preference if allowed? YES ____ NO _____. If this preference is claimed, attach substantiating information to the proposal to show the basis for the claim.
23. Right To Audit Clause: The Contractor shall permit the authorized representative of the City-Parish to periodically inspect and audit all data and records of the Contractor relating to his performance under this contract.
24. Terms and Conditions: This solicitation contains all terms and conditions with respect to the purchase of the goods and/or services specified herein. Submittal of any contrary terms and conditions may cause your bid to be rejected. By signing and submitting a bid, vendor agrees that contrary terms and conditions which may be included in their bid are nullified; and agrees that this contract shall be construed in accordance with this solicitation and governed by the laws of the State of Louisiana as required by Louisiana Law.
25. In accordance with the provisions of LA. R.S. 38:2212.9, in awarding contracts after August 15, 2010, any public

entity is authorized to reject the lowest bid from, or not award the contract to, a business in which any individual with an ownership interest of five percent or more has been convicted of, or has entered a plea of guilty or **Nolo Contendere** to any state felony crime or equivalent federal felony crime committed in the solicitation or execution of a contract or bid awarded under the laws governing public contracts under the provisions of Chapter 10 of this Title, professional, personal, consulting, and social services procurement under the provisions of Chapter 16 of Title 39 of the Louisiana Revised Statutes of 1950, or the Louisiana Procurement Code under the provisions of Chapter 17 of Title 39 of the Louisiana Revised Statutes of 1950.

26. Certification of no suspension or debarment. By signing and submitting any bid for \$25,000 or more, the bidder certifies that their company, any subcontractors, or principals are not suspended or debarred by the general services administration (GSA) in "Audit Requirements In subpart F of the Office of Management and Budget's uniform administrative requirements, cost principles, and audit requirements for federal awards" (Formerly OMB circular a-133).

A list of parties who have been suspended or debarred can be viewed via the internet at <http://www.sam.gov>.

27. Bid prices shall include delivery of all items F.O.B. destination or as otherwise provided. Bids containing "Payment in Advance" or "C.O.D. requirements may be rejected. Payment is to be made within 30 days after receipt of properly executed invoice or delivery, whichever is later.
28. Bidders may attend the bid opening, but no information or opinions concerning the ultimate contract award will be given at the bid opening or during the evaluation process. Bids may be examined within 72 hours after bid opening. Information pertaining to completed files may be secured by visiting the Purchasing Division during normal working hours. Written bid tabulations may be accessed at: <http://brgov.com/dept/purchase/bidresults.asp>.
29. Contractor agrees, upon receipt of written notice of a claim or action, to defend the claim or action, or take other appropriate measure, to indemnify, and hold harmless, the city, its agents and employees from and against all claims and actions for bodily injury, death or property damages caused by fault of the contractor, its officers, its agents, or its employees. Contractor is obligated to indemnify only to the extent of the fault of the contractor, its officers, its agents, or its employees, however the contractor shall have no obligation as set forth with respect to any claim or action from bodily injury, death or property damages arising out of the fault of the City, its officers, its agents, or its employees.
30. In accordance with Louisiana Law (R.S. 12:262.1 and 12:1308.2), all corporations and limited liability companies must be in good standing with the Louisiana Secretary of State at the time of execution of the contract.
31. Vendors submitting signed bids agree to EEOC compliance and certify that they agree to adhere to the mandates dictated by Title VI and VII of the Civil Right Act of 1964, as amended by the Equal Opportunity Act of 1972, Federal Executive Order 11246, the Federal Rehabilitation Act of 1973, as amended, the Vietnam Era Veteran's Readjustment Assistance Act of 1974, Title IX of the Education Amendments of 1972, the Age Act of 1975, and agrees to abide by the requirements of the Americans with Disabilities Act of 1990.

Bidders must agree to keep informed of and comply with all federal, state and local laws, ordinances and regulations which affect their employees or prospective employees.

FEDERAL CLAUSES, IF APPLICABLE.

I. Remedies for Breach

Bidder acknowledges that contracts in excess of the simplified purchase threshold (\$150,000.00) shall contain provisions allowing for administrative, contractual, or legal remedies for contractor breaches of the contract terms, and shall provide for such remedial actions as appropriate.

II. Termination and Settlement

Bidder acknowledges that contracts in excess of \$10,000.00 shall contain termination provisions including the manner in which termination shall be effected and the basis for settlement. In addition, such provisions shall describe conditions for termination due to fault and for termination due to circumstances outside of the contractors' control.

III. Access to Records

Bidder acknowledges that all contracts (except those for less than the small purchase threshold) shall include provisions authorizing the recipient, US Funding Agency, the Comptroller General, or any of their duly authorized representatives access to all books, documents, papers, and records of the contractor which are directly pertinent to a specific program for the purpose of making audits, examinations, excerpts, and transcriptions.

IV. Equal Employment Opportunity

Bidder acknowledges that all contracts shall contain provisions requiring compliance with

E.O. 11246, "Equal Employment Opportunity," as amended by E.O. 11375, "Amending Executive Order 11236 Relating to Equal Employment Opportunity," and as supplemented by regulations at 41 CFR part 60, "Office of Federal Contract Compliance Programs, Equal Employment Opportunity, Dept. of Labor.

V. Copeland "Anti-Kickback" Act

Bidder acknowledges that all construction/repair contracts and sub-grants in excess of \$2,000 shall include provisions requiring compliance with the Copeland "Anti-kickback" Act (18

U.S.C. §3141-3148), which provides that each contractor or sub-recipient shall be prohibited from inducing any person employed in the construction, completion, or repair of public work, to give up any part of the entitled.

VI. Davis-Bacon Act

Bidder acknowledges that all construction contracts in excess of \$2,000 shall include a provision for compliance with the Davis-Bacon Act, which requires contractors to pay laborers and mechanics wages at a rate not less than the minimum wages specified in a wage determination made by the Secretary of Labor. Additionally, contractors shall be required to pay wages not less than once a week.

VII. Contract Work Hours and Safety Standards Act

Bidder acknowledges that all construction contracts in excess of \$2,000, and all other contracts involving the employment of mechanics or laborers in excess of \$2,500 shall include provisions for compliance with sections 102 and 107 of the Contract Work Hours and Safety Standards Act, which requires each contractor to compute the wages of every mechanic and laborer on the basis of a standard work week of 40 hours. Work in excess of the standard work week is permissible provided that the worker is compensated at a rate of not less than one and one-half times the basic rate of pay for all hours worked in excess of 40 hours. Section 107 is applicable to construction work and provides that no laborer or mechanic shall be required to work in surroundings or under working conditions that are unsanitary, hazardous, or dangerous.

VIII. Rights to Inventions Made Under a Contract or Agreement

Bidder acknowledges that contracts for the performance of experimental, developmental, or research work shall include provisions providing for the rights of the Federal Government and the recipient in any resulting invention in accordance with 37 CFR part 401, "Rights to Inventions Made by Nonprofit Organizations and the Small Business Firms Under Governments Grants, Contracts, and Cooperative Agreements"

IX. Clean Air Act

Bidder acknowledges that the Clean Air Act (CAA) is the comprehensive federal law regulating air emissions from stationary and mobile sources. Among other things, this law authorizes EPA to establish National Ambient Air Quality Standards (NAAQS) to protect public health and public welfare and to regulate emissions of hazardous air pollutants

X. Clean Water Act

The contractor hereby agrees to adhere to the provisions which require compliance with all applicable Standards, orders, or requirements issued under section 508 of the clean water act which prohibits the use under non-exempt Federal contracts, grants or loans of facilities included on the EPA list of violating facilities

XI. Energy Policy and Conservation Act

The contractor hereby recognizes the mandatory standards and policies relating to energy Efficiency which is contained in the state energy conservation plan issued in compliance with the energy policy and Conservation act (P.L. 94-163).

Bidders must agree to keep informed of and comply with all federal, state and local laws, ordinances and regulations which affect their employees or prospective employees.

ADDITIONAL REQUIREMENT OF BID

- **A Bid bond is required to be submitted with bid proposal. A bid bond may be in the form of a bid bond, cashier's check, or certified check, in the amount of 5% of the total bid, made payable to the City of Baton Rouge/Parish of East Baton Rouge and must accompany each bid. If a bid bond is used, it shall be written by a surety or insurance company currently on the U.S. Department of the Treasury financial management service list of approved bonding companies which is published annually in the federal register, or by a Louisiana domiciled insurance company with at least an A-rating in the latest printing of the A.M. Best's key rating guide to write individual bonds up to ten percent of policyholders' surplus as shown in the A.M. Best key rating guide.**
- ***Please note that the Sale of this property is contingent upon the receipt of an executed deed of release of this property by the Federal Aviation Administration (FAA).***
- **Minimum Acceptable Bid Amount is TWENTY-SIX THOUSAND DOLLARS AND NO/100 (\$26,000.00).**

**CITY OF BATON ROUGE/PARISH OF EAST BATON ROUGE
PURCHASING DIVISION**

BID PROPOSAL FOR THE SALE OF:

Legal Description: One (1) certain tract or parcel of ground designated as Portion of Lot 17, together with all buildings and improvements thereon, situated in the Parish of East Baton Rouge, State of Louisiana, City of Baton Rouge, located in Section 72, T-6-S, R-1-W, Greensburg Land District, said parcel having such bearings and dimensions more particularly shown on Map by David L. Patterson, P.L.S., dated March 22, 2016, entitled "Map Showing Combination of Lots 14-16 & the remainder of Lot 17 into Lot 14-A, East Pryce Place & Liberty Farms Subdivision, located in Section 72, T-6-S, R-1-W, Greensburg Land District, East Baton Rouge Parish, Louisiana for Hall Davis & Sons Funeral Services" and more particularly described as follows:

Commence at a point and corner at the intersection of the northerly right-of-way of Pryce Drive with the westerly right-of-way of Veterans Memorial Blvd., said point also being the Point of Beginning;

Thence, proceed along the northerly right-of-way of Pryce Drive, S 86 degrees 54' 02" W a distance of 96.14 feet to a point and corner; thence, departing said right-of-way, N 01 degrees 55' 58" W a distance of 180.11 feet to a point and corner; thence, N 86 degrees 54' 02" E a distance of 94.31 feet to a point and corner, said point being on the westerly right-of-way of Veterans Memorial Blvd.; thence, along said right-of-way, S 02 degrees 30' 56" E a distance of 180.09 feet to the Point of Beginning, said parcel containing 0.394 acres (17,148 sq. ft.).

(Please note that the Sale of this property is contingent upon the receipt of an executed deed of release of this property by the Federal Aviation Administration (FAA)).

The undersigned proposes to purchase this property in accordance with specifications below and purchase agreement attached hereto and made a part hereof, as follows:

1. Purchase Bid Amount \$ _____ **Minimum Acceptable Bid Amount is TWENTY-SIX THOUSAND DOLLARS AND NO/100 (\$26,000.00).**
2. Bidder shall submit a bid bond in the form of a certified check in the amount of 5% (five-percent) of the bid amount. This check shall be made payable to the City of East Baton Rouge / Parish of East Baton Rouge.
3. Bidder shall submit proof of funds available to close on this property.
4. Bidder shall submit an executed purchase agreement as attached hereto.

Note: Attached map identifying encroaching servitudes is for informational purposes only.

I/We respectfully agree to all terms and conditions of this bid and lease as submitted

Company Name (If applicable)

Principal

By _____
(Printed Name)

Address: _____

Signature _____

Date _____

PURCHASE AGREEMENT

This Agreement to Purchase and Sell is made and entered into on this ____ day of _____, 2016, by and between _____, hereinafter referred to as "Purchaser", and the **City of Baton Rouge/Parish of East Baton Rouge on behalf of the Greater Baton Rouge Airport District**, hereinafter referred to as "Seller," witnesseth:

1. The Contract

Seller agrees to sell and convey to Purchaser, and Purchaser agrees to purchase and accept conveyance of, the Subject Property (as hereinafter defined), in its "as is" condition, under the terms and conditions herein set forth.

2. Subject Property

Legal Description – Portion of Lot 17

One (1) certain tract or parcel of ground designated as Portion of Lot 17, together with all buildings and improvements thereon, situated in the Parish of East Baton Rouge, State of Louisiana, City of Baton Rouge, located in Section 72, T-6-S, R-1-W, Greensburg Land District, said parcel having such bearings and dimensions more particularly shown on Map by David L. Patterson, P.L.S., dated March 22, 2016, entitled "Map Showing Combination of Lots 14-16 & the remainder of Lot 17 into Lot 14-A, East Pryce Place & Liberty Farms Subdivision, located in Section 72, T-6-S, R-1-W, Greensburg Land District, East Baton Rouge Parish, Louisiana for Hall Davis & Sons Funeral Services" and more particularly described as follows:

Commence at a point and corner at the intersection of the northerly right-of-way of Pryce Drive with the westerly right-of-way of Veterans Memorial Blvd., said point also being the Point of Beginning;

Thence, proceed along the northerly right-of-way of Pryce Drive, S 86 degrees 54' 02" W a distance of 96.14 feet to a point and corner; thence, departing said right-of-way, N 01 degrees 55' 58" W a distance of 180.11 feet to a point and corner; thence, N 86 degrees 54' 02" E a distance of 94.31 feet to a point and corner, said point being on the westerly right-of-way of Veterans Memorial Blvd.; thence, along said right-of-way, S 02 degrees 30' 56" E a distance of 180.09 feet to the Point of Beginning, said parcel containing 0.394 acres (17,148 sq. ft.).

3. **Bid/Purchase Price \$_____**

4. Terms of Sale

a) At any time after Seller has executed this contract, Seller shall permit Purchaser to enter upon the Subject Property to make a topographic and boundary survey, determine the location of utilities, perform engineering studies, and conduct soil tests and borings on the property to determine the property's suitability. All such inspections will be at the expense of Purchaser.

b) In the event Purchaser defaults under the terms and conditions of this Agreement and Seller is not in default of this Agreement, Purchaser shall have ten (10) days after written notice by certified mail of default from Seller to cure the default. In the event the default has not been cured within the prescribed period of time, Seller shall be entitled to an agreed amount of 5 % (five-percent) of the purchase bid

amount, which shall represent liquidated damages to the Seller. It is specifically agreed that Seller's damages under this contract shall be limited to liquidated damages in the amount stipulated herein, and shall be Seller's sole and exclusive remedy and the Seller waives any right on the part of Seller to specific performance of this Agreement, and waives any other damages and causes of action, which may arise under the terms of this Agreement.

5. Closing

The Closing shall take place before legal counsel of Purchaser's choosing, at Purchaser's expense in Baton Rouge, Louisiana on or before forty-five (45) days from the date of approval of this agreement by the Metropolitan Council. Purchaser shall cause Seller's title to be examined by his attorney. In the event that Purchaser's attorney considers the condition of the title is not acceptable, Seller shall, at Seller's sole cost and expense, promptly undertake to correct all reasonable objections of Purchaser's counsel. In the event that Seller does not satisfy all such reasonable title requirements within the time fixed for Closing of the Act of Sale, Seller may agree (a) to extend the time period to a mutually acceptable date.

a) At the Closing, the following shall occur:

(i) Real estate and personal property taxes, rentals and utility bills shall be prorated to date of closing and paid for by Purchaser. All judgments, liens and assessments of any kind recorded against the property or its owner as of the closing shall be paid and/or satisfied by Seller.

(ii) Seller shall deliver to Purchaser sufficient evidence that the person, or persons, executing this Agreement and Closing documents on behalf of Seller have full right, power and authority to do so.

b) All closing costs, legal fees, surveying, financing, appraisals, recording costs of this agreement, and other fees and expenses associated with partitioning the described property are to be paid by the Purchaser. However, Purchaser shall not pay or be responsible for any costs or fees associated with curing title to the subject property.

6. Warranty

Seller will convey to Purchaser all right, title and interest of Seller in and to the Subject Property, with full warranty of title and full substitution and subrogation in and to all of the rights and actions of warranty which Seller has, or may have against all preceding owners or vendors. Seller does not warrant the condition of the property for any intended purpose of the purchaser.

11. Offer Irrevocable

This offer shall remain binding on Purchaser and irrevocable through _____, 2016.

WITNESSES:

PURCHASER:

Print Name: _____

ACCEPTANCE OF OFFER

Seller does hereby accept the above offer in all its terms and conditions this _____ day of _____, 2016.

WITNESSES:

SELLER:

City of Baton Rouge/Parish of East Baton
Rouge on behalf of the Greater Baton
Rouge Airport District

BIDDER'S ORGANIZATION

BIDDER IS:

AN INDIVIDUAL

Individual's Name: _____

Doing business as: _____

Address: _____

Telephone No.: _____ Fax No.: _____

A PARTNERSHIP

Firm Name: _____

Address: _____

Name of person authorized to sign: _____

Title: _____

Telephone No.: _____ Fax No.: _____

A LIMITED LIABILITY COMPANY

Company Name: _____

Address: _____

Name of person authorized to sign: _____

Title: _____

Telephone No.: _____ Fax No.: _____

A CORPORATION

IF BID IS BY A CORPORATION, THE CORPORATE RESOLUTION MUST BE SUBMITTED WITH BID.

Corporation Name: _____

Address: _____

State of Incorporation: _____

Name of person authorized to sign: _____

Title: _____

Telephone No.: _____ Fax No.: _____

IF BID IS BY A JOINT VENTURE, ALL PARTIES TO THE BID MUST COMPLETE THIS FORM.

CORPORATE RESOLUTION

A meeting of the Board of Directors of _____ a corporation organized under the laws of the State of _____ and domiciled in _____ was held this _____ day of _____, 2016 and was attended by a quorum of the members of the Board of Directors.

The following resolution was offered, duly seconded and after discussion was unanimously adopted by said quorum:

BE IT RESOLVED, that _____ is hereby authorized to submit proposals and execute agreements on behalf of this corporation with the City of Baton Rouge, and Parish of East Baton Rouge.

BE IT FURTHER RESOLVED, that said authorization and appointment shall remain in full force and effect, unless revoked by resolution of this Board of Directors and that said revocation will not take effect until the Purchasing Director of the Parish of East Baton Rouge, shall have been furnished a copy of said resolution, duly certified.

I, _____, hereby certify that I am the Secretary of _____, a corporation created under the laws of the State of _____ domiciled in _____; that the foregoing is a true and exact copy of a resolution adopted by a quorum of the Board of Directors of said corporation at a meeting legally called and held on the _____ day of _____, 2016, as said resolution appears of record in the Official Minutes of the Board of Directors in my possession.

This _____ day of _____, 2016.

SECRETARY